

JOB ANNOUNCEMENT

POSITION: Receptionist
LOCATION: 4th District Juvenile Court - American Fork
TYPE OF POSITION: Part time position, no benefits, contingent funding
STEP RANGE/SALARY: 20-23/ \$8.36 to \$9.07
CLOSING DATE: July 3, 2006, at 5:00 p.m.

APPLICATIONS OR QUESTIONS SHOULD BE DIRECTED TO:

Becky Gray
Fourth District Juvenile Court
2021 S State
Provo UT 84606
801-354-7215 - phone
801-354-7210 - fax

TYPICAL DUTIES: Under general supervision, performs routine receptionist and clerical duties:

- Answers telephone switchboard, screens and routes calls; takes and relay messages; greets public
- Checks in appointments and directs people to appropriate location in building
- Enters and retrieves data on the juvenile computer system; retrieves files, and researches records
- Prepares outgoing mail and sorts incoming mail; accepts deliveries
- Performs related duties as assigned

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent, plus two years receptionist experience, or any equivalent combination of education and experience. Skill in typing at 40 wpm. Ability to communicate orally and deal effectively with the public under stress.

APPLICATION AND OTHER INFORMATION: Applications may be obtained from the Dept. of Workforce Services, the Administrative Office of the Courts; 450 South State, or online at www.utcourts.gov Phone: (801) 578-3890.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.